

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 400-28 Child Care Assistance Program (CCAP). This Manual Letter incorporates new policy, clarifications, and spelling corrections. Changes and clarification in policy have been underlined. Deletions are identified by strikethroughs. This Manual Letter incorporates:

- IM 5152 – Gift Cards and Gift Certificates

Par. 2. **Effective Date** – Changes and clarification in policy identified in this Manual Letter are effective January 1, 2013. This policy applies to new applications effective January 1, 2013 or later. This policy applies to reviews received in December 2012 that would have a new certification period start date of January 2013. In December 2012, existing certificates must be reviewed to determine if the certificate needs to be updated effective January 2013 to include allowable postsecondary education.

400-28-05

Definition of 'Allowable Postsecondary Education' has been changed to include a Bachelor's degree.

Allowable Postsecondary Education – engaging in educational activities which will lead to the award of a certificate, Associate's degree, or a Bachelor's degree. ~~is a one or two year degree or certificate program in postsecondary or vocational school.~~

Definition of 'Allowable Postsecondary Student' has been changed.

Allowable Postsecondary Student – a student participating in an allowable, postsecondary educational activity. ~~who has not earned an Associate or Bachelor's degree or any certificate of completion or diploma, who is in an allowable postsecondary education.~~

Added a definition for 'Allowable Training'.

Allowable Training – training designed to assist an individual to achieve education or retain employment.

'Attending a Job Training or Education Program' has been deleted as a definition.

~~**Attending a Job Training or Educational Program**—an individual who is taking part in one of the following: education or training activities which may include high school, basic remedial education programs, trade school, vocational training designed to assist the individual to achieve basic literacy or training needed to secure or retain employment.~~

400-28-15-15

Verification of training has been included as a mandatory verification.

Mandatory Verifications 400-28-15-15

Eligibility for the Child Care Assistance Program (CCAP) is determined primarily by information supplied by the applicant/caretaker. Certain conditions of eligibility must be supported by conclusive, documenting evidence.

At time of application, 6 month review, or when a new member is added to the household, the household is required to provide the following verifications:

- Identity of Applicant/Caretaker;
- Citizenship for children for whom CCAP benefits are being requested;
- Age for children for whom CCAP benefits are being requested;
- Caretaker's association to the child(ren) for whom CCAP benefits are being requested;
- Verification of education or training;
- Court ordered child support or court ordered spousal support deduction;
- All income received by the family, to include all earned, unearned and self-employment income.

Should the applicant/caretaker be unable to obtain the required verifications, the eligibility worker may assist with obtaining the information.

400-28-25-05

In the 9th paragraph in this section, policy clarification has been made removing the word 'pend' and replacing with 'the household has been sent a closing notice requesting' as a closing notice is sent rather than a pending notice. Spelling correction has been made in the 11th paragraph of this section. In the 3rd to the last paragraph of this section a punctuation correction has been made, and the second bullet has been reworded.

Six (6) Month Review 400-28-25

Six (6) Month Review 400-28-25-05

A review must be completed every 6 months. The 6 month review is due in the last month of the certificate period. A review can be submitted to the county social service office in person, by mail, by fax or electronically.

An SFN 841, "Child Care Assistance Program Review" form is automatically sent to the caretaker in the month prior to the last month the certificate is valid. The caretaker must submit the completed and signed review form in order for eligibility to be continued.

A completed and signed review is due in the county social service office by the 10th day of the review month. If a completed and signed review form is not received by the 15th day of the review month, a closing notice must be sent informing the caretaker that failure to submit a review form by the last day of the review month will result in case closure.

CCAP does not require a face-to-face interview in order to determine eligibility.

The review is considered received as of the date a signed review is received in the county social service office. The county social service office must document the date a review is filed by recording the date received on the review form.

The review is considered signed if the signature is found anywhere on the review form, other than in answer to a question.

If an unsigned review is received and has been date stamped by the county social service office, the unsigned review must be returned to the caretaker. If the same review, now signed by the caretaker, is returned to the county social service office, that office shall date stamp the review with the date the signed review is received. Document in the case file the correct review received date.

A decision to approve a review or to close the case must be completed within 30 days following the date the review is received in the county social service office unless extenuating circumstances exist. The first calendar day following receipt of the review is day 1 of the 30 day processing timeframe.

A review cannot be denied prior to the 30th day following the date the review was received, if ~~pending~~ the household has been sent a closing notice requesting for verifications. Unless extenuating circumstances exist, all verifications must be received and case processed within the 30 days from the date of receipt of review.

If additional time is allowed beyond the 30 day period due to extenuating circumstances, an additional 15 days can be allowed. When extenuating circumstances are allowed, action must be taken no later than 45 days following the date the review form was received. The extenuating circumstances must be clearly documented in the case file.

If a CCAP case is closed because a review has not been submitted and completed by the end of the month the review was due, the case remains closed as of the last day of the month in which the review is due, if:

- The 30th day from receipt of the review extends into a future month and the family fails to provide the required information by the 30th day or 45th day if extenuating circumstances have been allowed; or
- The family is determined ineligible at any time during the month the review is due and through the 30th day or 45th day if extenuating circumstances have been allowed.

If a review is received by the last day of the month the review was due and additional information is needed, a closing notice must be sent. This notice must advise:

- The required verifications and information needed allowing the caretaker 10 days to provide the information
- The date by which the review process must be completed (this date is the 30th day from receipt of the signed review)
- The date the case will be closed if the review process is not completed (this is the last day of month the review was due in)

Example: A review form is received on April 3 and additional information is needed. On April 7, a closing notice is sent asking for required verifications, allowing the caretaker 10 days to provide the required information.

- If all the required verifications **are** provided by May 3 and the household remains eligible, a new certificate is issued.
- If all the required verifications **are not** provided by May 3 or all required verifications are provided and the household **does not** remain eligible, the case remains closed as of April 30.

NOTE: April 4th is day 1 of the 30 day period.

When a caretaker is sent a closing notice that includes a request for additional information, the caretaker must be allowed at least 10 days from the date of the notice to provide the additional information, even if the 10 days takes them past the 30th day from when the review was submitted or past the 45th day when extenuating circumstances have been allowed.

When the 10th day falls on a weekend or holiday, the information is deemed to have been provided timely if received by the county social service office by close of business the first business day following the weekend or holiday.

Example: A closing notice for non-receipt of review was sent on June 15. A review form is received on June 26. On June 28 a closing notice is sent asking for required verifications, allowing the caretaker 10 days to provide the required information. The case closes June 30 as eligibility for July cannot be determined.

- If all the required verifications **are** provided by July 26 and the household remains eligible, a new certificate is issued.

- If all the required verifications **are not** provided by July 26 or all required verifications are provided and the household **does not** remain eligible, the case remains closed as of June 30.

NOTE: June 27 is day 1 of the 30 day period.

When a caretaker is sent a closing notice which allows the household 10 days to provide required verifications and this takes the household past the 30th day from date of receipt of the review form and into the following month:

- If the caretaker **does provide** the required information within the 10 days, if the case remains eligible, the case must be reverted to open and the review processed. If the case is ineligible, the case remains closed.
- If the caretaker **does not provide** the required information within the 10 days, the case remains closed and a new application is needed.

Example: A completed and signed review form is received on July 3 at the county office. Additional verifications are required. A closing notice is sent on July 6 asking for the requested verifications, allowing the caretaker 10 days to provide the requested information, and advising the case will close July 31st if verifications are not provided by August 2nd. On July 28th, the caretaker provides the requested information, but also provides additional information, requiring further clarification. On July 28th, a closing notice is again sent to the caretaker requesting additional information, allowing the caretaker 10 days (August 7) to provide the requested information advising the case will close July 31 if the verification are not provided.

- If the caretaker does provide the requested verification within the 10 days, if the case remains eligible, the case is reverted to open and the review processed. If the case is ineligible, the case remains closed as of July 31st.
- If the caretaker does not provide the required information within the 10 days, the case remains closed and a new application is required.

If the review form is returned, the eligibility worker should review the returned mail to determine if there is a forwarding address.

- If there is a forwarding address, re-mail the review form to the new address. -
- If there is no forwarding address, send ~~the household~~ a closing notice to the household using the last known address informing them m that ~~household~~ their case will be closed due to loss of contact.

Regardless of the action, the eligibility worker must document the actions taken in the case file narrative.

Adequate or advance notice is not required for any action taken on a review. However, a notice must be sent.

400-28-50-35

Added 'training' to the title of this section and clarified policy that verification of training attendance must be obtained. The first paragraph has been rearranged.

Education or Training 400-28-50-35

Verification of school attendance requirements must be provided:

- At the time an individual applies for the Child Care Assistance Program and is participating in an approved postsecondary educational or training activity ~~or~~
- In an ongoing case when an individual begins participation in an approved postsecondary educational or training activity.

~~At the time an individual applies for the Child Care Assistance Program and is participating in an approved postsecondary educational activity or in an ongoing case when an individual begins participation in an approved postsecondary educational activity, verification of school attendance must be obtained.~~

The following items are required to be included in the case file:

- A copy of the education or training class schedule

- SFN 113 Postsecondary Education Information Form (if pursuing Postsecondary Education)
- ~~If needed to verify the degree being pursued a copy of the curriculum is required~~

400-28-50-35-05

Training has been added to the title of this section and policy clarified to include documentation/verification of training.

Documentation/Verification of Education or Training 400-28-50-35-05

Documents or records available to verify attendance in education or training include but are not limited to the following:

- Class schedule
- Crossroads approval letter

400-28-55-05

Policy has been rearranged within this section. Policy no longer applicable to education has been removed. Policy has been clarified in the exception in number 2. Policy has also been added to include pursuing a Bachelor's degree as an allowable activity. This change resulted from, and is contingent upon, the continuance of adequate program funding. Policy was added relating to basic remedial education; training designed to assist an individual to achieve basic literacy or training needed to secure or retain employment; and trade school. These items had previously been identified in definitions under 'Attending a Job Training or Education Program'.

Allowable Activities 400-28-55-05

Caretakers must be participating in an allowable activity to be eligible for assistance under the Child Care Assistance Program (CCAP). The following are allowable CCAP activities:

1. Work – Work is an activity in which an individual is engaged through employment or self-employment. Work must entail personal involvement and effort on the part of the applicant or recipient. Self-employment is also considered work.

The following are allowable work activities:

- Paid employment
 - Paid work studies, internships or assistantships (this includes when an individual is in a non-allowable postsecondary education program).
 - Self-employment
2. Job Search - Child care for job search is allowed for eight weeks in a calendar year. When a household includes two caretaker, each caretaker is eligible for eight weeks of job search per calendar year. Job Search hours are limited to 20 hours per week. No additional hours are allowed for travel and breaks.

Exception: TANF recipients must follow the JOBS program guidelines, therefore, the 20 hours per week limitation and 8 weeks within a calendar year limitation does not apply to TANF recipients who are participating in the JOBS program and their JOBS employment plan includes 'Job Search'. ~~Job Search for JOBS recipients is included in their JOBS employment plan. Whatever is on the employment plan for job search is an approved activity.~~

The caretaker(s) must provide a written and signed statement with the dates, time and the job search activity they were participating in (example: submitting the date and time they were submitting applications, interviews). If this is not provided with the Child Care Billing Report form, the hours are not considered allowable.

3. Education or Training - Child care relating to an allowable education or training activity.

- Allowable postsecondary education includes:

- Certificate
- Associate's degree
- Bachelor's degree

NOTE: The program has been expanded to allow eligible child care costs to be paid for an individual who is pursuing a Bachelor's degree. Allowing for a Bachelor's degree as an allowable activity resulted from, and is contingent upon, the continuance of adequate program funding.

- CCAP may pay eligible child care costs for individuals pursuing a certificate, Associate's degree or Bachelor's degree provided the individual has not already earned a Bachelor's degree.

NOTE: Payment of postsecondary educational related child care costs incurred by an individual who already has earned a Bachelor's degree is prohibited. See policy in 400-28-60, Non-Allowable Activities.

- Students, at any post-secondary level, whose plans include post-graduate study may have eligible child care costs paid by the program for only those education activities related to the pursuit of that certificate, Associate's degree or Bachelor's degree.
- If an individual has already earned a certificate or Associate's degree, eligible child care costs are allowed if the individual is continuing to pursue another allowable education activity and has not earned a Bachelor's degree.
- ~~An individual is considered in an allowable postsecondary education included: if the individual is pursuing a certificate,~~

~~certificate of completion, or a one or two year degree in postsecondary or vocational school and does not have a previous degree as defined in non-allowable postsecondary education.~~

- ~~• A student who is pursuing a one or two year degree, and has indicated they plan to continue their education to receive a bachelor's degree or beyond, can have child care paid towards the pursuit of completion of the one or two year degree only.~~
- ~~• If otherwise eligible, the time caretakers are attending classes in skills and technology training or individuals who are participating in classes for English as a second language will be covered.~~
- Attending high school or alternative high school or pursuing a GED is an allowable activity even if the individual is not participating in Crossroads.
 - Traditional high school "attendance" is defined by the Department of Public Instruction (DPI) as:
 - Full-time - 4 or more classes
 - Part-time - less than 4 classes
 - Attendance in an alternative high school setting for full-time/part-time as identified by the school
 - GED may be full time/part-time.
- If a high school diploma or GED is not required to receive a certificate, it is considered training and is not considered postsecondary education.

Example: A Certified Nurse Assistant (CNA) certificate is **NOT** considered postsecondary education as a high school diploma is not required to receive a CNA certificate.

- Allowable Training includes but is not limited to:
 - Basic remedial education
 - Training designed to assist an individual to achieve basic literacy

- Training needed to secure or retain employment which includes skills and technology training
- Vocational Training (trade school or career school)
- Individuals who are participating in classes for English as a second language
- Internet Classes – Child care related to completing on-line computer classes that meets the allowable education or training requirements is an allowable activity.
- Vocational Rehabilitation education plans must follow CCAP education requirements.

400-28-60

Policy relating to Crossroads has been removed from this section. Allowable Crossroads activities are identified in 400-28-55-20. Reference to policy sections of the manual for allowable activities for TANF, Crossroads and Diversion recipients have been included in this section.

Non-Allowable Activities 400-28-60

All individual except Crossroads

The following activities are not allowed under the Child Care Assistance Program (CCAP), unless identified as an approved activity following policy in 400-28-55-10, Allowable Activities for TANF Recipients, 400-28-55-15, Allowable Activities for Diversion Recipients, or 400-28-55-20, Allowable Activities for Crossroads:

~~the activities are approved in a TANF recipient's JOBS/Tribal NEW Program employability plan:~~

- Attending support groups
- Attending parenting classes
- Participating in community service
- Participating in volunteer work (unpaid work)
- Non-allowable postsecondary education:

- Pursuing a bachelor degree (4 year) or beyond — If the student is pursuing a 4 year degree, without first intending to pursue a 2 year degree, CCAP cannot pay any of their child care for any of the years.
- Pursuing a post-graduate degree
- Pursuing any type of postsecondary education if the individual has already earned a Bachelor's degree. This includes a Bachelor's degree from any state or country
- An individual who has already received a certificate, certificate of completion, and associate degree, bachelor's degree, or post-secondary diploma.

Note: Receipt or completion of a certificate does not include a Certified Nursing Assistant (CNA) certificate.

- — If a caretaker has a certificate or degree obtained from another state or country, they are not eligible for CCAP.

Crossroads Individuals

The following activities are not allowed under the Child Care Assistance Program (CCAP), unless the activities are approved in a Crossroads recipient's Education Plan:

- — Attending support groups
- — Participating in community service
- — Participating in volunteer work (unpaid work)
- — Postsecondary education

400-28-65-15

This Manual Letter incorporates IM 5152. There are no policy changes to this section as a result of this IM.

400-28-125-30

Under number 2, under the bullet stating 'If the change does not benefit or has a negative impact to the child care assistance unit and the case remains eligible', in the 2nd example, a correction was made changing 'was verified' to 'occurred' in two of the sentences within the example.

Under number 3, under the bullet stating 'If the change does not benefit or has a negative impact to the child care assistance unit and the case remains eligible' in the 2nd example, a correction was made changing 'was verified' to 'occurred' in one of the sentences within the example.

400-28-125-30**Required Action on Mandatory Changes 400-28-125-30**

When a change is reported, the eligibility worker must determine if a change in eligibility is needed:

- If the mandatory changes results in no changes in eligibility and/or the certificate(s), the case file must be documented to reflect the change reported and the reason no action was taken.
- If the certificate needs to be updated as a result of the mandatory change, the start date of the updated certificate is based on the effective date of the change which affects the month the change needs to be implemented and thus determines the start date.
 - If the payments made since the change occurred were correct payments:
 - If correct payments were made, document the information regarding the change and the change resulted in no change;
 - If incorrect payments were made, determine the amount of the correct payment and create overpayments if one exists.

Note: In certain situations, an underpayment may occur.

- If payments were not yet made, how the change will affect future payments not yet processed.

1. If a change is timely reported and verified timely

- If the change **benefits** the caretaker:
 - The change is implemented the month the change occurred.
 - The certificate must be updated the month the change occurred.
 - Payments not yet made for the month the change occurred through the months when the certificate was actually updated will need to be reviewed to see if any payment can or cannot be made.
 - If a payment has been made for the month the change occurred, since the change was reported timely, an underpayment may need to be issued.

Example #1: A change occurred that benefited the household on August 25th and was reported and timely verified on September 3rd. August benefits were paid on September 1. The change is implemented and the certificate must be updated for August. September's payment will be made based on the updated certificate. Since the change was reported and verified timely, August benefits need to be re-determined and an underpayment issued.

Example #2: A change occurred that benefited the household on August 25th and was reported and timely verified on September 3rd. August benefits have not yet been paid. The change is implemented and the certificate must be updated for August. August and September payments will be made based on the updated certificate, since the change was reported and verified timely.

- If the change **does not benefit** or has a negative impact to the child care assistance unit:
 - The change is implemented the month following the month the change occurred.

- The certificate must be updated the month following the month the change occurred.
- Payments made for the month following the month the change occurred will be made based on the new certificate.

Example: A change occurred that does not benefit the household on August 25th and was reported on September 3rd. The change is implemented and the certificate must be updated for September. August payments will be made based on the old certificate. Payments beginning September will be made based on the updated certificate, since the change was reported and verified timely.

- If the change causes ineligibility the case must be closed at the end of the month the closing notice is sent.

2. If a change was reported timely but **NOT** verified timely:

- If the change **benefits** the child care assistance unit,
 - The change is implemented the month the change was verified.
 - The certificate must be updated the month the change was verified.
 - Payments made for the month the change was verified will need to be made based on the new certificate.
 - Since the change benefits the Child Care Assistance unit, any underpayments that may have resulted for the month the change occurred through the month the certificate was updated are not issued since the change was not reported timely.

Example #1: A change occurred that benefited the household on August 25th and was reported on September 3rd. The eligibility worker sent a closing notice to the caretaker on September 6th. The caretaker did not provide verification of the change until September 23rd. The change is implemented and the certificate must be updated for September. September's payment will be made based on the updated certificate. Since the change was reported timely but not verified timely, the caretaker is not eligible for additional benefits for August.

Example #2: A change occurred that benefited the household on September 1st and was reported on September 9th. The eligibility worker sent a closing notice to the caretaker on September 12th. The caretaker did not provide the verification of the change until September 28th. The change is implemented and the certificate must be updated for September. September payments will be made based on the updated certificate.

Example #3: A change occurred that benefits the household on March 3 and is reported on March 6 (reported timely). Additional information is needed and the eligibility worker sends a closing notice requesting additional information on March 7. On March 25 the caretaker provides the requested information (information requested is not verified timely). Since the change was not verified timely, the change is implemented the month the change was verified, March. The certificate must be updated the month the change was verified, March. Payments made for March will need to be made based on the new certificate.

- If the change **does not benefit** or has a negative impact to the child care assistance unit and the case remains eligible:
 - The change is implemented the month the change occurred.
 - The certificate must be updated the month the change occurred.
 - Any payments made for the month the change occurred will need to be made based on the new certificate.
 - Any payments made based on the old certificate for months prior to the certificate being updated are subject to overpayments.

Example #1: A change occurred that does not benefit the household on August 25th and was reported on September 3rd. On September 3rd, the eligibility worker sends a closing notice to the caretaker requesting additional information. The requested information was not verified until September 15th. The change is implemented and the certificate must be updated for August. Since the change was not verified timely, August benefits need to be re-determined and an overpayment established. Payments issued beginning September will be based on the updated certificate.

Example #2: A change occurred that does not benefit the household on November 2 and is reported on November 10 (reported timely). Additional information is needed and the eligibility worker sends a closing notice requesting additional information on November 12. On November 26 the caretaker provides the requested information (information requested is not timely verified). Since the change was not verified timely, the change is implemented the month the change ~~was verified~~ **occurred**, November. The certificate must be updated the month the change ~~was verified~~ **occurred**, November. Payments made for November will need to be made based on the new certificate.

- If the change causes ineligibility a closing notice must be sent to close the case at the end of the month the closing notice is sent.
3. If a change was **NOT** reported timely:
- If the change **benefits** the child care assistance unit:
 - The change is implemented the month the change was verified.
 - The certificate must be updated the month the change was verified.
 - Payments made for the month the change was verified will need to be made based on the new certificate.
 - Since the change benefits the child care assistance unit, any underpayments that may have resulted for the month the change occurred to the date the certificate was updated are not issued since the change was not reported timely.

Example #1: A change occurred that benefited the household on June 7th and was reported and verification of the change was provided on September 3rd. The change is implemented and the certificate must be updated for September. September's payment will be made based on the updated certificate. Since the change was not reported timely, the caretaker is not eligible for additional benefits for June through August.

Example #2: A change occurred that benefited the household on June 7th and was reported on September 23th. The eligibility worker sent a closing notice to the caretaker on September 25th. The

caretaker did not provide the verification until October 2nd. The change is implemented and the certificate must be updated for October. October payments will be made based on the updated certificate. Since the change was not reported timely, the caretaker is not eligible for additional benefits for June through September.

Example #3: A change occurred that benefited the household on May 1 is reported on May 15 (not reported timely). The eligibility worker sends a closing notice requesting additional information on May 16. On May 23 the caretaker provides the requested information (information requested is verified timely). Since the change was not timely reported, the change is implemented the month the change was verified, May. The certificate must be updated the month the change was verified, May. Payments made for May will need to be made based on the new certificate.

- If the change **does not benefit** or has a negative impact to the child care assistance unit and the case remains eligible:
 - The change is implemented the month the change occurred.
 - The certificate must be updated the month the change occurred.
 - Any payments made for the month the change occurred will need to be made based on the new certificate.
 - Any payments made based on the old certificate for months prior to the certificate being updated are subject to overpayments.

Example #1: A change occurred that does not benefit the household on June 7th and was reported and verification of the change was received on September 3rd. The change is implemented and the certificate must be updated for June. Since the change was not reported and verified timely, June through August benefits need to be re-determined and overpayments established. Payments issued beginning September will be based on the updated certificate.

Example #2: A change occurred that does not benefit the household on January 7 and is reported and verified on January 22 (not timely reported). Since the change was not timely reported, the change is implemented the month the change ~~was verified~~ occurred, January.

The certificate must be updated the month the change occurred, January. Any payments made for the month the change occurred will need to be made based on the new certificate.

- If the change causes ineligibility a closing notice must be sent to close the case at the end of the month the closing notice is sent.

For policy regarding the impact of a change when an individual who enters or leaves the child care assistance unit, refer to Section 400-28-35-05 Child Care Assistance Unit.

400-28-165-15

The word 'training' has been removed from the end of the first paragraph as the Postsecondary Education Information form only applies to postsecondary education.

SFN 113, Postsecondary Education Information 400-28-165-15

SFN 113, Postsecondary Education Information form is to be completed by any adult household member who is attending postsecondary education. The form provides the eligibility worker with information regarding the individual's education history and anticipated course of study and/or degree to determine if they are in an allowable education/training.

This form is available through the Department of Human Services and may also be obtained electronically via E-Forms.

E-Forms are presented in Adobe Acrobat and require the Adobe Acrobat reader. If you do not currently have Adobe Acrobat reader installed, you may download a free copy by clicking the Get Adobe Reader icon below.